

Issuing Certificates

PPQ Form 577, Federal Phytosanitary Certificate

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Introduction

PPQ Form 577, Federal Phytosanitary Certificate, is an accountable inspection certificate used to certify domestic plants and unprocessed plant products for export. See Figure 5-2-1 on page 5-2-14 for an example of a blank PPQ Form 577.

PPQ Form 577 follows the format of the international model established by the International Plant Protection Convention, and is used to document the phytosanitary condition of exported plants and plant products.

Authorized Certification Officials (ACOs) are responsible for holding in strict confidence the information in these official documents, collecting user fees (if applicable), and maintaining an accountability system for tracking these documents. For details about these topics, see *Accountability* on page 5-1-2, *Confidentiality* on page 5-1-5, or *User Fees* on page 6-15-1.

Purpose

The purpose of PPQ Form 577 is to certify to the National Plant Protection Organization (NPPO) of the importing country that the consignment of U.S. origin plants or unprocessed plant products meets their phytosanitary requirements. The issuance of a PPQ 577 verifies that the consignment:

 has been inspected and/or tested according to appropriate official procedures

- is considered to be free from regulated quarantine and non-quarantine pests
- ◆ conforms with the current phytosanitary requirements of the importing country

PPQ Form 577 cannot be issued for the following:

- ◆ Processed products of domestic or foreign origin, unless otherwise noted in EXCERPT or the Export Certification Manual (see *PPQ Form 578, Export Certificate, Processed Plant Products* on page 5-3-1).
- ◆ Foreign plants and unprocessed plant products for re-export (see **PPQ Form 579, Phytosanitary Certificate for Reexport** on page 5-4-1).
- ◆ Domestic and foreign commodities that have been blended to the extent that their identity has been lost (see *PPQ Form 579*, *Phytosanitary Certificate for Reexport* on page 5-4-1).
- ◆ Domestic products moving to the United States, American Samoa, Guam, Northern Mariana Islands, Puerto Rico, or the U.S. Virgin Islands (St. Thomas, St. Croix, or St. John) (refer the exporter to the State, country, or affiliated island's plant regulatory agency for certification using a State phytosanitary certificate).

Completion

See Table 5-2-1 on page 5-2-3 for specific instructions, techniques, and examples about how to complete PPQ Form 577. For general guidelines, see *General Guidelines for Completing Certificates* on page 5-1-6.



If certification for freedom from animal diseases is required, refer exporters to USDA-APHIS-PPQ Veterinary Regulatory Services for letterhead statements to attest to freedom from specific animal diseases. **Do not** attach these statements to Federal plant export certificates.

If certification on radiation levels is required, refer exporters to Technical Office for International Trade, U.S. Department of Agriculture, Building 1070, BARC-EAST, Beltsville, Maryland 20705; phone 301-344-2845.

TABLE 5-2-1: Instructions to Complete PPQ Form 577, Federal Phytosanitary Certificate

If the block is:	Then follow these instructions to complete PPQ Form 577:		
TO: THE PLANT PROTECTION	ENTER the approved name of the foreign country indicated in the export summary		
ORGANIZATION(S) OF	The country name entered in this block must be the same as the country identified in <i>Block 8, Declared Address of the Consignee</i> .		
PLACE OF ISSUE	◆ ENTER the complete name of the city and State of the issuing office; do not abbreviate		
	◆ Each PPQ 577 can be prepared only by the issuing office accountable for that certificate		
	◆ VERIFY that the correct issuing office is listed for prepaid PPQ 577s (this block must already be completed when presented for issuance.)		
NO.: FPC	DO NOT WRITE in this space; all PPQ Forms 577 are prenumbered to deter forgeries and to facilitate accountability		
DATE INSPECTED	◆ ENTER the actual date(s) of the final export inspection		
	◆ ENTER date in correct order (month, day, year); never use European format		
	◆ SPELL OUT the month (January 1, 2004); never use numbers for the month and never abbreviate the month		
	◆ CONSULT the country's export summary for specific time limits. The information, generally, will be included in the definitions section of a summary. Unless specified otherwise, final export inspections must be conducted within 30 days of exportation		
	Never enter dates of a field or growing season inspection or laboratory tests.		

CERTIFICATION

DO NOT WRITE in this space. This statement describes the certification responsibilities as dictated by the International Plant Protection Convention. USDA-APHIS-PPQ will continue its policy to inspect and certify consignments practically free from other injurious pests

TABLE 5-2-1: Instructions to Complete PPQ Form 577, Federal Phytosanitary Certificate (continued)

If the block is: Then follow these instructions to complete PPQ Form 577:

DISINFESTATION AND/OR DISINFECTION TREATMENT



Complete this section **only** if an acceptable treatment was conducted, which includes label information for treated seeds.

Complete all blocks in this section.

If **no** acceptable treatment was conducted LINE OUT the unused space and continue on to the DESCRIPTION OF CONSIGNMENT. The following example shows lining out of the treatment section by drawing two diagonal lines from left to right, recognizing that as information technology advances there are other acceptable methods of lining out, such as using horizontal lines or symbols.

	DISINFESTATION AND/OR	DISINFECTION TREATMENT	
1. DATE		2. TREATMENT	
3. CHEMICAL (active ingredient)		4. DURATION AND TEMPERATURE	
5. CONCENTRATION		6. ADDITIONAL INFORMATION	
1. DATE	◆ ENTER the actual da		
	◆ ENTER date in correct order (month, day, year); never use European format		
	◆ SPELL OUT the month (January 1, 2004); never use numbers for the month and never abbreviate the month		
2. TREATMENT	ENTER the full description of the treatment, e.g., fumigation, cold treatment, dip, spray (do not use abbreviations or partial terms such as T101)		
3. CHEMICAL (active ingredient)	ENTER the name of the active ingredient		
4. DURATION AND TEMPERATURE	ENTER the duration of the treatment and temperature (use of internationally recognized scientific abbreviations such as C for Celsius and F for Fahrenheit is acceptable)		
5. CONCENTRATION	TION ENTER the concentration of chemicals		
		ecognized scientific abbreviations, e.g., 32 g/ 0 mm Hg is acceptable	
6. ADDITIONAL INFORMATION	ENTER information that slurry, dusted, sprayed	t further identifies the treatment (such as dip,	

TABLE 5-2-1: Instructions to Complete PPQ Form 577, Federal Phytosanitary Certificate (continued)

If the block is:	Then follow t	hese instructions to complete PPQ Form 577:	
DESCRIPTION OF CONSIGNMENT			
7. NAME AND ADDRESS OF THE	◆ ENTER the complete name and address of the exporter (street or P.O. Box, city, State)		
EXPORTER	◆ SPELL OUT names of cities and State (preferred)		
	◆ INCLUDE p	hone and FAX numbers (optional)	
	Important	Exporter's address must be in the United States or a U.S. territory or commonwealth, which includes American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and U.S. Virgin Islands.	
		Never enter more than one exporter's name and address.	
		Do not use statements such as "In-care-of" (c/o), "Attention to", "Agent for", or "Notify".	
8. DECLARED NAME AND ADDRESS OF THE	company to	complete name and address of the consignee (person or aking delivery of the commodity); at a minimum, include ty, and country	
CONSIGNEE	◆ SPELL OUT	names of cities and countries (preferred)	
	◆ INCLUDE p	hone and FAX numbers (optional)	
		Never enter more than one consignee's name and/or address.	
	Important	Do not use statements such as "In-care-of" (c/o), "Attention to", "Agent for", or "Notify".	
		Consignee's address must be in the country listed in the block "TO: THE PLANT PROTECTION ORGANIZATION(S) OF."	

TABLE 5-2-1: Instructions to Complete PPQ Form 577, Federal Phytosanitary Certificate (continued)

If the block is:	Then follow these instructions to complete PPQ Form 577:			
	Their follow these i	iistructions to	complete 11 Q 1 om 577.	
9. NAME OF PRODUCE AND QUANTITY DECLARED	This is a critical block; never correct information unless directed otherwise in the export summary.			
			e commodity for precise table for additional instructions	
	If the produce is:	Then:		
	Beans for consumption	Enter fresh o	or dried beans	
	Seeds for animal feed	Enter the spe	ecific grain (such as oats or corn)	
	Seeds for planting	Enter seeds		
	Seeds for human consumption	Enter grain		
	Propagative articles other than seeds		ber of each different propagative ed by its name; see the example	
		EXAMPLE	Enter 600 anemone bulbs for 3 cartons each containing 200 anemone bulbs. Enter the weight for bulk shipments to better describe the articles.	
	◆ SPELL OUT abbre			
	EXAMPLE The	abbreviation "It	os" is spelled out as pounds.	
	◆ DO NOT LIST or	refer to any of t	the following:	
	❖ Grades			
	❖ Intended uses			
	 Other commercial terms 			
	❖ Sizes			
	❖ Trade names			
	attachment" and otherwise in the Continuation Sh	create an atta export summa eets for Export	list all entries ENTER "See chment sheet unless directed ry (see <i>Attachment Sheets and Certificates</i> on page 5-1-7 for how and enter an additional declaration	
	advances there a	are other accept lines or symbol	izing that as information technology table methods of lining out, such as s. White space must be sufficiently nnot be added to the certificate.	

TABLE 5-2-1: Instructions to Complete PPQ Form 577, Federal Phytosanitary Certificate (continued)

If the block is:	Then follow these instructions to complete PPQ Form 577:		
10. BOTANICAL NAME OF PLANTS	This is a critical block; never correct information unless directed otherwise in the export summary. NEVER IDENTIFY a commodity to a level below the species classification (e.g., variety, cultivar), unless listed and required as such in an export summary.		
	 ENTER the scientific name, including genus and specific epithet (species classification) 		
	◆ Scientific names are mandatory for certifying propagative material and are preferred or required for all other products (e.g., New Zealand requires the scientific name for all certified products)		
	◆ Exporters are responsible for providing the scientific name		
	◆ ACOs verify the scientific name to the best of their ability		
	◆ If there is not enough space to list all entries ENTER "See attachment" and create an attachment sheet unless directed otherwise in the export summary (see <i>Attachment Sheets and Continuation Sheets for Export Certificates</i> on page 5-1-7 for how to create an attachment sheet and enter an additional declaration		
11. NUMBER AND DESCRIPTION OF PACKAGES	This is a critical block; never correct information unless directed otherwise in the export summary.		
	◆ ENTER the number and types of shipping containers		
	EXAMPLE 50 wooden crates 150 cardboard cartons 500 burlap bags		
	◆ For bulk shipments, ENTER "In Bulk"		
	◆ If there is not enough space to list all entries ENTER "See attachment" and create an attachment sheet unless directed otherwise in the export summary (see <i>Attachment Sheets and Continuation Sheets for Export Certificates</i> on page 5-1-7 for how to create an attachment sheet and enter an additional declaration)		

TABLE 5-2-1: Instructions to Complete PPQ Form 577, Federal Phytosanitary Certificate (continued)

If the block is:	Then follow these instructions to complete PPQ Form 577:
12. DISTINGUISHING MARKS	This is a critical block; never correct information unless directed otherwise in the export summary. Never enter "As Addressed" and "As Marked."
	◆ ENTER the markings exactly as they appear on the containers, cartons, bags, bales, boxes, products, truck licenses, or railway cars. A Letter of Credit (LC) number may be included when the packaging is clearly marked with the LC number.
	 If entered by the exporter or established after inspection, visually or otherwise, verify information entered in Block 12 using a supporting document such as the bill of lading
	◆ If there are no distinguishing marks, ENTER "NONE"
	◆ If there is not enough space to list all entries ENTER "See attachment." See Attachment Sheets and Continuation Sheets for Export Certificates on page 5-1-7 for how to create an attachment sheet and enter an additional declaration.
13. PLACE OF ORIGIN	◆ ENTER where the product was grown or cultivated by State, county, district, or other geographical or political subdivision as necessary by the phytosanitary regulations of the importing country (export summary, import permit, etc.)
	◆ SPELL OUT names of States and counties (preferred)
	◆ If there is not enough space to list all entries ENTER "See attachment" and create an attachment sheet unless directed otherwise in the export summary (see Attachment Sheets and Continuation Sheets for Export Certificates on page 5-1-7 for how to create an attachment sheet and enter an additional declaration)
	◆ When the phytosanitary regulations of the importing country do not require a more definitive designation of origin (such as State, county, pest free area etc.), then WRITE "U.S.A."
	ACOs can require whatever document is necessary to verify origin.
	Important Never leave blank. If further refinements are not required by the importing country's phytosanitary regulations, then WRITE "United States of America" or "U.S.A."
14. DECLARED	◆ ENTER the name of the airline, rail line, truck line or vessel
MEANS OF CONVEYANCE	◆ ADD "or substitute" after a vessel's name (acceptable)
	◆ If the specific name of means of conveyance is unknown ENTER as appropriate, "airfreight", "ocean vessel", "railroad", or "truck line"
	◆ If mail shipments ENTER "air mail", "surface mail", "express mail", or the carrier's name

If the block is:	Then follow these instructions to complete PPQ Form 577:
15.DECLARED POINT OF ENTRY	◆ ENTER the point of entry declared by the exporter. This is the first point of entry in the destination country.
	◆ CHECK the export summary to see if the declared point of entry is authorized; if the point of entry is not authorized WARN the exporte that the shipment may be delayed or refused entry
	 ENTER "unknown" if a specific point of entry is not declared by the exporter or if statements such as Greek port(s) or unknown Turkish port(s) are declared
	◆ SPELL OUT names of cities (preferred)
	◆ ENTER multiple points of entry (acceptable)

TABLE 5-2-1: Instructions to Complete PPQ Form 577, Federal Phytosanitary Certificate (continued)

If the block is: Then follow these instructions to complete PPQ Form 577: ADDITIONAL DECLARATION **ADDITIONAL DECLARATION (AD)** This is a critical block; never correct information unless directed otherwise in the export summary. (See also Official **Verification and** Never record official verifications on Federal plant export **Additional Declaration** on page 2-1-17 ◆ RECORD **only** those ADs that are required by the importing country in the export summary, on official communication from the NPPO (e.g. import permit), or by the ECM ◆ USE English only, except for Latin binomial names of plants, plant products, and plant pests or plant diseases KEEP ADs to a minimum ◆ If there is more than one AD PLACE each AD within quotation marks to allow officials in the receiving country to distinguish between each AD ◆ If there is **not** enough space to list all entries ENTER "See attachment" and create an attachment sheet. See Attachment Sheets and Continuation Sheets for Export Certificates on page 5-1-7 for how to create an attachment sheet and enter an additional declaration ◆ LINE OUT unused space. See examples below for handwritten certificates. Can also use horizontal lines or symbols if using an electronic method to fill out the certificate. Example 1 ADDITIONAL DECLARATION Example 2 ADDITIONAL DECLARATION

TABLE 5-2-1: Instructions to Complete PPQ Form 577, Federal Phytosanitary Certificate (continued)

If the block is:	Then follow these instructions to complete PPQ Form 577:	
AUTHORIZATION		
16. DATE ISSUED	◆ ENTER the date the certificate is signed by an ACO (in contrast to the date of inspection recorded in the HEADING)	
	 ENTER date in correct order (month, day, year); never use European format 	
	◆ SPELL OUT the month (January 1, 2004); never use numbers for the month; never abbreviate the year	
17. NAME OF	TYPE or PRINT the full name of the ACO who will sign the certificate	
AUTHORIZED OFFICER (Type or Print)	DO NOT ADD titles.	
18. SIGNATURE OF AUTHORIZED	◆ SIGN your name; only ACOs can authenticate Federal plant export certificates; stamped signatures are not permitted	
OFFICER	◆ Only one original signature is authorized	
	DO NOT authenticate multiple copies of a certificate. If a number of originals are needed, then have the exporter make copies and suggest the copies be notarized by a Notary Public as true copies of the original.	

Distribution

Distribution

Use **Table 5-2-2** to distribute copies of PPQ Form 577.

TABLE 5-2-2: Distribution of PPQ Form 577, Federal Phytosanitary Certificate

If the copy is:	Then:
Part 1—Shipper's Original (white with blue microprint background)	ATTACH PPQ 576 if appropriate GIVE the copies to the exporter, shipper, or broker
Part 2—Shipper's Copy (pink)	
Part 3—Record Copy (yellow)	1. ATTACH any pertinent information for that specific shipment ¹
	2. SEND the record copy to your supervisor, Export Certification Specialist (ECS), or State Plant Health Director (SPHD) (to whom and when to send record copies is established by the ECS and SPHD. A rule-of-thumb is on a weekly basis gather and send forward copies of issued certificates)
Part 4—Issuing Office Copy (blue)	1. ATTACH any pertinent information for that specific shipment ²
	2. RECORD issuance on the Export Certification Record (see <i>Special Procedures</i> , <i>User Fees</i> on page 6-15-1)
	3. FILE at the issuing office

Such as copy of import permit copy, any translations, application with inspection results, acceptable inspection certificate, State phytosanitary certificate, treatment information, PPQ 576 Attachment (see *Attachment Sheets and Continuation Sheets for Export Certificates* on page 5-1-7). Attach to the Issuing Office copy an invoice or bill of lading that would substantiate the shipment's value in case of an audit.

Maintenance

As with any accountable government form, Federal plant export certificates **must** be maintained following established policy and operational guidelines. This includes guidelines established for the following offices:

- **♦** Issuing Office
- **◆** Export Certification Specialist Office

Issuing Office

Issuing offices retain the Issuing Office Copy of PPQ Form 577 for 3 years. After 3 years, destroy these copies by incinerating or shredding.



USDA-APHIS-PPQ Plant Inspection Stations and designated CITES ports retain the Issuing Office copies of PPQ Form 577 for 5 years for *protected plant material*. This is to maintain consistency with existing requirements to retain CITES/ESA documents and associated paperwork for 5 years.

Issuing office copies of PPQ Form 577 should be filed and maintained in numerical order by the certificate's accountability number along with the following, if applicable:

- ◆ Acceptable inspection certificate
- ◆ Attachments to the original (such as import permits and continuation sheets, PPQ Form 576)
- ◆ Correspondence
- ◆ Import permit or other official documents that vary from EXCERPT guidelines or the export summary
- ◆ Invoice or bill of lading that would substantiate the shipment's value in case of an audit
- ◆ Inspection results
- ◆ PPQ Form 572, Application for Inspection and Certification of Domestic Plants and Plant Products for Export
- ◆ State phytosanitary certificate
- ◆ Translations of supporting documentation

Export Certification Specialist Office

ECSs retain the Record Copy of PPQ Form 577 until the forms are reviewed. ECSs are responsible for reviewing Federal plant export certificates to detect errors. (Generally, these copies are **not** forwarded to USDA-APHIS-PPQ Export Services; however, ECSs may keep the forms for training purposes. See *Review Guidelines for Certificates* on page 6-12-1.)

Example of PPQ Form 577, Federal Phytosanitary Certificate

6. DATE ISSUED 17. NAME OF AUTI	ORIZED OFFICER (Type or Print)	18. SIGNATURE OF AUTHORIZ	ED OFFICER	
	MAPPO			
SAMPLE		SAMPLE		
ADD	ITIONAL DECLARATION			
VARNING: Any alteration, forgery, or unauthorized use of this phytosanitary one of not more than \$10,000, or imprisonment of not more than 5 years, or both		p to \$250,000 (7 U.S.C. Section	7734(b)) or punishable by a	
	15. DECLARED POINT OF ENTRY.			
SAMPLE	14, DECLARED MEANS O	14, DECLARED MEANS OF CONVEYANCE SAMPLE		
SAMPLE		SAMPLE		
NUMBER AND DESCRIPTION OF PACKAGES	12. DISTINGUISHING MAR	RKS		
SAMPLE	SAMPLE			
. NAME OF PRODUCE AND QUANTITY DECLARED	10, BOTANICAL NAME OF	10. BOTANICAL NAME OF PLANTS		
NAME AND ADDRESS OF THE EXPORTER	TION OF THE CONSIGNMENT 8. DECLARED NAME AND	ADDRESS OF THE CONSIGNEE		
CONCENTRATION	6. ADDITIONAL INFORMA	TION		
. CHEMICAL (active ingredient)	DURATION AND TEMPI			
DATE	2. TREATMENT			
phytosanitary requirements of the importing contracting party include		ntine pests.	Contour wat the carre	
This is to certify that the plants, plant product or other regulated art procedures and are considered to be free from the quarantine	cles described herein have been i			
SAMPLE	CERTIFICATION			
TO: THE PLANT PROTECTION ORGANIZATION(S) OF	DATE INSPECTED	NO. FPC XXXXXXX		
PHYTOSANITARY CERTIFICATI	SAN	/IPLE	A A	
UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE	FOR OFFICIAL PLACE OF ISSUE	LUSE ONLY	OMB NO. 0579-0052	

FIGURE 5-2-1: Example of PPQ Form 577, Federal Phytosanitary Certificate (blank)